THE

KENTUCKY

OCCUPATIONAL

SAFETY AND

FACTS

AND

SERVICES

LABOR CABINET MISSION STATEMENT

To promote an equitable relationship between management and labor, to ensure employee safety and health in the workplace, to provide resourceful administration of the workers' compensation program with the expeditious and equitable resolution of claims, and to improve the standard of living of all Kentuckians.

EDUCATION & TRAINING MISSION STATEMENT

To promote and provide timely expert safety and health assistance to employers and employees to assure, as far as possible, every worker in the Commonwealth safe and healthy working conditions.

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NOTES

The Kentucky Occupational Safety and Health Program

The Kentucky Occupational Safety and Health Program, which has been fully operative since 1973, is dedicated to the goal of reducing workplace injuries and illnesses through the elimination of hazardous conditions. The program attempts to accomplish this goal through the dual approach of enforcement and voluntary compliance assistance. This dual approach is reflected in the organization of the Program which is composed of two Divisions, the Division of Compliance and the Division of Education and Training.

Kentucky Revised Statute, KRS Chapter 338, insures that the worker has the right to safe and healthful working conditions and that the employer has the obligation to correct hazards which threaten employee safety and health. The goal of safe and healthful workplaces can only be accomplished with the full cooperation of Labor, Management and Government.

The Division of Compliance

The Division of Compliance is responsible for enforcement of occupational safety and health regulations in general industry, construction, and agriculture in the private and public sector operations; and maritime in public sector operations. To this purpose, the Division conducts general schedule inspections of workplaces, investigates fatalities and serious accidents, and investigates employee complaints alleging violations of OSH standards. Compliance activities are conducted by a field staff of Safety Compliance Officers and Industrial Hygienists, located throughout the state, whose activities are directed from the Central Office in Frankfort.

Workplace fatalities and accidents which result in the hospitalization of three (3) or more employees must be reported to the Division within eight (8) hours. Point of operation power press injuries must be reported within thirty (30) days.

Employees have the right to file a complaint with the Division of Compliance regarding unsafe or unhealthful working conditions. Employees also have the right to have their names withheld and to be protected against discrimination for exercising their rights relative to occupational safety and health.

Refer questions concerning enforcement operations, to the Director of Compliance Division, at (502) 564-3070, or write to the address listed on the back of this brochure.

<u>NOTES</u>

Most Frequently Cited General Industry Violations

The following standards have been the most frequently cited violations observed in general industry, as adopted by 29 Code of Federal Regulations (CFR) Part 1910, adopted under the authority of Kentucky Administrative Regulations, 803 KAR 2:300 through 2:320.

1910.1200(e)(1)

"Hazard Communication" - Written hazard communication program.

803 KAR 2:310 Section 1.(2)

"Medical Services and First Aid" - Adequately trained first aid providers and supplies.

1910.1030(c)(1)(i)

"Bloodborne Pathogens" - Written exposure control plan.

1910.1200(h)

"Hazard Communication" - Employee information and training on hazardous chemicals.

1910.305(b)(1)

"Wiring Methods, Components, and Equipment for General Use" - Unused openings in cabinets, boxes, and fittings were not effectively closed exposing possibly live electrical parts.

1910.215(b)(9)

"Abrasive Wheel Machinery" - Adjustable peripheral guard on bench grinders.

1910.157(g)(1)

"Portable Fire Extinguishers" - Employee education program on general principles of fire extinguishers and Class II hoses.

1910.1030(g)(2)(i)

"Bloodborne Pathogens" - Employee training.

1910.157(g)(3)

"Portable Fire Extinguishers" - Employee training for employees designated to fight incipient stage fires.

803 KAR 2:310 Section 1.(4)

"Medical Services and First Aid" - Emergency eyewash and shower that meets the specifications of ANSI Z-358.1-1990.

1910.1030(d)(1)

"Bloodborne Pathogens" - Universal precautions used to prevent contact with blood or other potentially infectious materials.

1910.147(c)(4)(i)

"Lockout/Tagout" - Written lockout/tagout program.

803 KAR 2:180 Section 3.(1)

"Injury and Illness Recordkeeping" - Maintaining a log and summary of all recordable occupational injuries and illnesses for the establishment (Form 200).

1910.212(a)(1)

"General Requirements for All Machinery" - Point of operation guarding for in-going nip points, rotating parts, flying chips and sparks.

1910.242(b)

"Hand and Portable Powered Tools and Equipment, General" - Compressed air used for cleaning purposes not reduced to 30 p.s.i. or less.

1910.147(c)(1)

"Lockout/Tagout" - Lockout/Tagout program to control hazardous energy.

1910.253(b)(4)(iii)

"Oxygen-Fuel Gas Welding and Cutting" - Separation of oxygen and fuel gas cylinders.

1910.1200(f)(5)(i)

"Hazard Communication" - Labeling, tagging, or marking containers of hazardous chemicals with the identity of the hazardous chemicals.

1910.38(a)(1)

"Employee Emergency Plans and Fire Prevention Plans" - Written emergency action plan for any type of emergency.

1910.134(b)(1)

"Respiratory Protection" - Written standard operating procedures for the selection and use of respirators.

Most Frequently Cited Construction Industry Violations

The following standards have been the most frequently cited violations observed in the construction industry, as adopted by 29 Code of Federal Regulations (CFR) Part 1926, adopted under the authority of Kentucky Administrative Regulations, 803 KAR 2:400 through 2:423.

1926.50(c)

"Medical Services and First Aid" - Personnel with a valid certificate to render first aid.

1926.59(e)(1)

"Hazard Communication" - Written hazard communication program.

1926.59(g)(1)

"Hazard Communication" - Material Safety Data Sheets (MSDS) available for each hazardous chemical.

1926.59(h)

"Hazard Communication"-Employee information and training on hazardous chemicals.

1926.652(a)(1)

"Protective Systems for Excavations" - Protection of employees in excavations by sloping and benching systems or by support systems, shield systems, and other protective systems.

1926.28(a)

"Personal Protective Equipment" - Fall protection provided and/or used, ie., safety belts and lifelines.

1926.403(b)(2)

"Electrical, General Requirements" - Installation and use in accordance with listing, labeling, or certification instructions.

1926.651(j)(2)

"Excavations, General Requirements" - Soil, loose rock and equipment maintained at least two (2) feet from the edge of the excavation.

1926.150(c)(1)(i)

"Fire Protection" - Portable fire fighting equipment available.

1926.500(d)(1)

"Floor and Wall Openings" - Guarding of open-sided floors, platforms, and runways.

1926.651(k)(1)

"Excavations, General Requirements" - Daily inspections of excavations, adjacent areas, and protective systems by a competent person.

1926.451(d)(10)

"Scaffolding, Tubular Welded Frame" - Guardrail and toeboard requirements and specifications.

1926.25(a)

"Housekeeping" - Housekeeping on the jobsite.

1926.50(d)(1)

"Medical Services and First Aid" - First aid supplies on the jobsite.

1926.102(a)(1)

"Eye and Face Protection" - Eye and face protection provided and/or used.

1926.404(f)(6)

"Wiring Design and Protection" - Grounding path for electrical equipment.

1926.405(a)(2)(iii)

"Wiring Methods, Components, and Equipment for General Use" - Means provided to prevent other than authorized and qualified personnel from live electrical parts.

1926.51(a)(1)

"Sanitation" - Adequate supply of potable water.

1926.95(a)

"Personal Protective Equipment" - Personal protective equipment maintained in a sanitary and reliable condition.

1926.405(a)(2)(ii)(e)

"Wiring Methods, Components, and Equipment for General Use" - Protection of temporary lighting from accidental contact or breakage.

RIGHTS AND RESPONSIBILITIES

Employer Rights

Regarding occupational safety and health in Kentucky, employers have the rights to:

- •Request confidential voluntary compliance assistance from the Kentucky Occupational Safety and Health Program's Division of Education and Training (see back of brochure for address and telephone number).
- •Be publicly notified of Standards Board meeting dates and items to be discussed, and to appear and present evidence on issues under consideration by the Board. 803 KAR 2:010 Sec. 11(1)(a) and (3)(c).
- Have his or her interests represented on the Kentucky Occupational Safety and Health Standards Board and the Kentucky Occupational Safety and Health Review Commission.
 803 KAR 2:010 Sec. 11(3)(c).
- •Petition the Secretary of Labor in writing about the promulgation, modification or revocation of any standard. **803 KAR 2:010 Sec. 11(2)(a)**.
- •Apply to the Secretary of Labor for a variance from a specific occupational safety and health standard. KRS Chapter 338.153(2)(a) and 803 KAR 2:170 Sec. 3.
- See the credentials of a compliance officer seeking entry to a business establishment or worksite to conduct an inspection. 803 KAR 2:070 Sec. 4(1).
- •Voluntarily admit a compliance officer to the business establishment or ask that a search warrant be sought (**Kentucky Supreme Court Decision**).
- •Participate in an opening conference with a compliance officer to learn the nature, purpose and scope of an inspection. **803 KAR 2:070 Sec. 4(1)**.
- •Be provided a copy of any employee complaint (at the time of inspection) alleging a violation of the occupational safety and health standards or that a hazardous condition exists in the workplace, and participate in any conference with the Secretary of Labor resulting from the complaint. **KRS Chapter 338.121(1) and 803 KAR 2:090 Sec. 1 and 2**.
- Have a representative accompany the compliance officer during the inspection. **KRS Chapter** 338.111.
- •Expect the compliance officer to comply with all employer safety and health rules and to wear and use protective clothing and equipment. **803 KAR 2:070 Sec. 4(3)**.

- •Expect an inspection which will not create an unreasonable disruption to the operations of the establishment or worksite. **803 KAR 2:070 Sec. 4(4)**.
- •Participate in a closing conference with the compliance officer and be advised of any apparent safety and health violations disclosed by the inspection. **803 KAR 2:070 Sec. 4(5)**.
- •Bring to the attention of the compliance officer any pertinent information regarding conditions in the workplace. **803 KAR 2:070 Sec. 4(5)**.
- •Be notified within a reasonable time after an inspection whether a citation will be issued (803 KAR 2:120 Sec. 1) and be provided with a description of the alleged violation, abatement period and any proposed penalties. KRS 338.141.
- Request an informal conference with the Secretary of Labor to discuss any issues raised by an inspection, citation, notice of proposed penalty, variance, or notice of intention to contest.
 803 KAR 2:130.
- •Contest a citation by notifying the Kentucky Occupational Safety and Health Program within fifteen (15) working days of receiving the citation, receive a hearing by the Review Commission and appeal the ruling of the Review Commission to the Franklin Circuit Court. KRS Chapter 338.091(1), 141(1) and (3).
- Have trade secrets kept confidential by officials of the Kentucky Occupational Safety and Health Program. **KRS Chapter 338.171**.

Employer Responsibilities

Regarding occupational safety and health in Kentucky, employers have the responsibilities to:

- •Furnish to each employee a place of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm. **KRS Chapter 338.031(1)(a)** (general duty clause) and **803 KAR 2:060**.
- •Comply with occupational safety and health standards promulgated under **KRS Chapter 338** and requirements issued as Kentucky Administrative Regulations. **KRS Chapter 338.031(b)**.
- •Immediately correct any condition in any place of employment which, in the opinion of the compliance officer, creates an imminent danger which reasonably could be expected to cause death or serious physical harm to employees, including the removal of employees from the location where imminent danger is said to exist. **KRS Chapter 338.131(1)**.

- •Display in a conspicuous location the Kentucky Labor Cabinet poster, "Safety and Health Protection on the Job." **803 KAR 2:060 Sec. 2(1)**.
- •Maintain and make available to compliance officers their statistical records: log of occupational injuries and illnesses (OSHA No. 200) and a supplementary record of occupational injuries or illnesses (either the OSHA 101 or the Kentucky Workers' Compensation Form SF-1). KRS Chapter 338.161(1) and 803 KAR 2:180 Sec. 1(1) and 6(1). Employers in certain industries may be exempt from this requirement depending on the number of employees. 803 KAR 2:180 Sec. 14.
- •Provide data for the annual Occupational Injury and Illness Survey upon notification by the Kentucky Labor Cabinet. **803 KAR 2:180 Sec. 13**.
- •Monitor areas where employees are exposed to potentially toxic substances or harmful physical agents, provide employees an opportunity to observe this monitoring, notify employees of their exposure to such substances and maintain records of this exposure. 803 KAR 2:062.
- •Report the use of carcinogenic substances in the workplace to the Kentucky Occupational Safety and Health Program. See **29 CFR 1910**, **Subpart Z** for specific requirements.
- Provide employees, or their authorized representatives, access to their medical records. 29 CFR 1910.20(e).
- •Report to the Kentucky Occupational Safety and Health Program, within (30) days of the occurrence, all mechanical power press point of operation injuries to operators or other employees. **29 CFR 1910.217(g)**.
- •Report to the Kentucky Occupational Safety and Health Program, within eight (8) hours after the occurrence, any employment fatality, or employment accident which results in the inpatient hospitalization of three (3) or more employees. **803 KAR 2:180 Sec. 9(1)**.
- •Permit an employee representative to accompany the compliance officer during an inspection. **KRS Chapter 338.111**.
- •Pay employees who participated in compliance inspection activities (while on regular duty) at their regular rate of pay. **803 KAR 2:092**.
- •Post any citation alleging a violation of the occupational safety and health standards, rules and regulations at the location of the alleged violation for three days or until the violation has been corrected, whichever is longer. 803 KAR 2:125 Sec. 1(1) and (2).
- •Refrain from any discriminatory act against an employee who has filed a complaint with the Kentucky Labor Cabinet alleging a violation of the occupational safety and health standards or the general duty clause, or has otherwise exercised his or her rights under occupational safety and health law. **KRS Chapter 338.121(3)(a)**.

Employee Rights

Regarding occupational safety and health in Kentucky, employees have the right to:

- •Expect a place of employment free from recognized safety and health hazards. **KRS Chapter** 338.031(1)(a).
- •Have his or her interests represented on the Kentucky Occupational Safety and Health Review Commission (KRS Chapter 338.071) and the Kentucky Occupational Safety and Health Standards Board. KRS Chapter 338.051.
- •Be publicly notified of Standards Board meeting dates and items to be discussed, as well as appear and be heard. **803 KAR 2:010 Sec. 11(1)(a) and (3)(c)**.
- •Be notified of a variance application wherein an employer is seeking to protect employees in a different manner than that specified in the standards. Any variance order may be revoked or modified upon application by an employee at any time after six (6) months from the order's issuance. A temporary variance may be granted only after employees are notified and have an opportunity for a hearing. **KRS Chapter 338.153(1) and (2)(a)**.
- •Be informed of protection rights and obligations under **KRS Chapter 338** through posted notices such as the "Safety and Health Protection on the Job" poster. **803 KAR 2:060** Sec. **2(1)**.
- File a complaint against an employer alleging a violation of safety and health standards or the general duty clause and have his/her name withheld from such a complaint. **KRS** 338.121(1).
- •Have a representative, authorized by the employees, accompany the compliance officer on an inspection. "If there is no authorized employee representative available at the time of inspection, the Secretary's representative shall consult with a reasonable number of employees concerning matters of occupational safety and health in the place of employment." KRS Chapter 338.111.
- Be paid at the regular rate (when on regular duty) while participating in walk-around inspections and other inspection related activities such as responding to questions of compliance officers or participating in opening and closing conferences.
 803 KAR
 2:230.
- •Bring to the attention of a compliance officer, during an inspection, any condition which violates a standard or the general duty requirements. 803 KAR 2:110 Sec. 1(4).
- Receive (or have a representative receive) a copy of a citation based on a violation or danger set forth in a complaint which he or she has filed. **803 KAR 2:090 Sec. 1(4)**.

- •If, after an inspection based on a complaint, the Secretary of Labor determines that a citation is not warranted with respect to a danger or violation alleged in the complaint, the complainant must be informed in writing of such determination. 803 KAR 2:090 Sec. 1(5).
- •Request a review by the Secretary of Labor, if, after an inspection based on a complaint, it is determined that a citation is not warranted. **803 KAR 2:090 Sec. 2(2)**.
- •Participate (or be represented) in informal conferences with the Secretary of Labor to discuss any issues related to an inspection, citation, notice of proposed penalty, variance, or notice of intention to contest. **803 KAR 2:130**.
- File a written notice with the Secretary of Labor alleging that the time period fixed for abatement in the employer's citation is unreasonable or that the citation and penalties are unreasonable. **803 KAR 2:140 Sec. 1(2)**.
- •Intervene as a third party to contest a citation within fifteen (15) working days from receipt of the citation by the employer. When an employer notifies the Secretary of Labor of his intent to contest, the Secretary then notifies the Review Commission which will grant the employee a hearing. **KRS Chapter 338.141(1) and (3)**.
- •Be protected against discrimination as a result of filing a complaint or testifying at a hearing on the complaint. A discrimination complaint may be filed with the Kentucky Labor Cabinet within one-hundred and twenty (120) days (or the U.S. Department of Labor within thirty (30) days) of the alleged discriminatory act. The alleged discrimination is to be investigated by the Secretary of Labor or his authorized representative within sixty (60) days of the receipt of the complaint. If a charge of discrimination is verified, relief, including rehiring and reinstatement of former position with back pay, will be sought. KRS Chapter 338.121(3)(a), (b) and 803 KAR 2:250.

NOTE: Recent case law indicates that the employer may not discriminate against an employee for refusing to perform a specific task where the employee:

- 1. Reasonably **believes** a **condition(s) poses** an **imminent risk** of **death** or **serious** bodily **injury**.
- 2. Has reason to **believe** there is **not sufficient time** to **seek corrective action** from the employer or to apprise the Kentucky Occupational Safety and Health Program of the danger.
- 3. Has **acted in good faith**.
- 4. **Believes no** reasonable **alternative** is available **other than to refuse** to perform the task.

It should be noted that the **employee has no right to order corrective action or to leave the premises**. Moreover, any employee may be reprimanded or even discharged should the courts later determine that the employee acted unreasonably or in bad faith.

Based upon the above ruling, Kentucky promulgated a regulation to further protect the employee from discrimination when he or she is confronted with a choice between not performing assigned tasks and being subjected to death or serious physical injury. **KAR 2:220**.

Employee Responsibilities

Regarding occupational safety and health in Kentucky, employees have the responsibilities to:

- •Comply with the safety and health standards established by the Kentucky Occupational Safety and Health Program which are applicable to his or her own actions or conduct. **803 KRS 338.031(2)**.
- •Comply with safety rules, practices and procedures adopted by the employer.

The Division of Education and Training for Occupational Safety and Health

In 1972, the Kentucky General Assembly adopted KRS Chapter 338, which established the Kentucky Occupational Safety and Health Program. Within this program, the Division of Education and Training was created to assist Kentucky's employers and employees in voluntary compliance with the Kentucky OSH standards.

TRAINING

The Division's cost-free training services include population center training, seminars, and requested training in both safety and health.

CONSULTATION

Safety and health consultants are available free of charge to assist employers in providing a safe and healthful workplace for their employees by identifying hazards in the workplace.

TECHNICAL ASSISTANCE

Assistance in the correction of hazardous conditions is available from the Division.

STATISTICAL SERVICES

Data is collected to provide statistics on work-related lost-time injuries and illnesses in Kentucky.

GOVERNOR'S SAFETY AND HEALTH CONFERENCE AND EXPOSITION

An annual three-day event is held bringing together labor, management, academia, and government to jointly focus on issues of occupational safety and health.

PUBLICATIONS

Brochures, booklets, and safety posters are available to enhance occupational safety and health programs.

ORGANIZATION

In order to provide highly specialized assistance, the Division of Education and Training decided to treat safety and health in the workplace as separate areas, which resulted in the development of two branches:

SAFETY TRAINING AND CONSULTATION

HEALTH TRAINING AND CONSULTATION

The two branches provide similar types of training and consultative services, with the distinction of safety and health. Each branch maintains a staff of professionals with extensive experience in their respective field.

TRAINING

Population Center Training

Each year, the division presents a series of courses at major population centers throughout the state. The courses, which are designed to outline the requirements contained in the various subparts of the General Industry and Construction Standards, are **cost-free** to employers and employees. Generally given over a one or two week period, the courses cover both safety and health issues.

Requested Training

Upon request, the division will develop and present courses which are tailored to meet the training needs of specific groups. The Division of Education and Training has the capabilities of providing training on construction sites with its training van. The training van is equipped with seating for twelve (12) people, a video player, a movie projector, a portable generator, and air conditioning/heating.

CONSULTATION

Consultative Survey

One of the many services offered by the Safety Training and Consultation Branch and Health Training and Consultation Branch, is consultative surveys. A consultative survey is a courtesy inspection (workplace evaluation) conducted at the specific request of an employer or employer representative. The purpose of a survey is to encourage and assist employers in providing a safe and healthful workplace for their employees by identifying workplace hazards and violations of the Kentucky Occupational Safety and Health Program standards.

Surveys are conducted by Division of Education and Training occupational safety and health consultants who are experienced in technical areas such as electrical safety, fire protection, confined space entry, indoor air quality and industrial hygiene. The consultants are available to visit the workplace and identify safety and health hazards or to discuss specific safety and health problems and concerns.

Requesting a Survey

Employers seeking a consultative survey must submit a letter of request to:

Director
Division of Education and Training
Kentucky Labor Cabinet
1047 U.S. 127 South, Suite 4
Frankfort, Kentucky 40601

The Division of Education and Training will not conduct a survey of any workplace under citation by the Division of Compliance. However, under certain circumstances, a technical assistance visit will be conducted when the Division of Education and Training is assured the company is earnestly seeking assistance in correcting the violations. Also, the Division of Education and Training will not perform a consultative survey of a workplace involved in a labor dispute, because observance of normal workplace activities is essential in determining hazards.

Consultative Survey versus a Compliance Inspection

Although the format and objective of a compliance inspection and a consultative survey are basically the same, there are significant differences.

- *A survey is conducted by the Division of Education and Training only <u>upon request</u> by the employer or authorized company representative, whereas an enforcement inspection is conducted by the Division of Compliance without prior notice to the employer.
- *Monetary penalties <u>are not assessed</u> for hazards identified by a consultant or specialist during on-site consultation; however, the employer agrees <u>to correct all serious hazards</u> identified, whereas violations noted by the compliance officer result in citations which have to be corrected and may be accompanied by penalties. <u>Failure to correct serious hazards identified during a consultative survey could result in referral to the Division of Compliance for enforcement action.</u>
- *All results of a survey are strictly **confidential** whereas citations received as a result of a compliance inspection must be posted in areas where the violation occurred.

*Employers are **encouraged** to have employee involvement in walk-around surveys and discussion of the hazard.

The Division of Compliance and the Division of Education and Training function independently of one another without sharing information relative to their activities. Therefore, a request for a consultative survey, or any other service from the Division of Education and Training, neither increases nor decreases the possibility of a compliance inspection.

TECHNICAL ASSISTANCE

Should an employer be cited for a workplace hazard by the Division of Compliance and need information on abatement options available, a technical assistance visit will be conducted on-site to review the hazard and provide abatement recommendations to the employer.

STATISTICAL SERVICES BRANCH

As part of the occupational safety and health program, statistics play a vital role in the effort to prevent human suffering and a loss of production in the workplace.

Kentucky Revised Statute 338.161 states that the "cabinet shall develop and maintain a program of collection, compilation and analysis of occupational safety and health statistics. Each employer shall make, keep and preserve, and make available to the Secretary such records regarding his activities relating to this act as may be prescribed by regulation."

The major portion of this is accomplished through two federal/state programs, the Annual Survey of Occupational Injuries and Illnesses and the Supplementary Data System (SDS). These programs are conducted jointly by the Division of Education and Training's Statistical Services Branch and the U.S. Department of Labor, Bureau of Labor Statistics.

With information gathered from approximately 7,500 Kentucky employers annually, the Statistical Services Branch is able to maintain an effective program to create the Annual Survey of Occupational Injuries and Illnesses. The data collected in the annual survey is used to produce "incidence rates," which represent the number of injuries and/or illnesses or lost workdays per 100 full-time workers.

The "incidence rates" are valuable in determining the success of Kentucky's Occupational Safety and Health Programs.

Copies of the survey and supplement are available annually and can be obtained by contacting the Division of Education and Training.

GOVERNOR'S SAFETY AND HEALTH CONFERENCE AND EXPOSITION

Annually, the Governor's Safety and Health Conference and Exposition is cosponsored by the Kentucky Safety and Health Network, Inc., and the Kentucky Labor Cabinet. The Conference and Exposition brings together labor, management, academia, and government, to focus on safety and health in the workplace.

In conjunction with the Safety and Health Network Inc.'s Board of Directors, the Division of Education and Training offers administrative support in the planning for the Conference.

Since the Conference's beginning in 1985, leaders of labor, management, academia, and government have successfully gathered at this event to learn as a team in making workplaces as safe and healthy as possible.

For more information concerning this event, write to the Director, Division of Education and Training, Kentucky Labor Cabinet, 1047 U.S. 127 South, Suite 4, Frankfort, Kentucky 40601.

PUBLICATIONS

The Division offers a variety of publications to assist Kentucky employers and employees in their accident-prevention efforts, training techniques, and safety and health programs. Copies may be obtained through the Division by filling out the Publication Request Form found in the back of this brochure.

Among the brochures and booklets, which are available to Kentucky employers and employees, the division maintains an updated library filled with information concerning occupational safety and health. Information from the library may be duplicated upon request. If the division's library does not have the information requested, the staff will try to locate it.

Description of Training Courses Available

SAFETY COURSES

Abrasive Wheel Machinery

Accident Investigation

Back Care Program

Crane Safety for Construction Industry

Crane Safety for General Industry

Cumulative Trauma Disorders

Electrical Hazards

Electrical Safety for Construction

Excavations

Fire Safety and Protection

Flammable and Combustible Liquids

Handling and Storage of Explosives

Injury and Illness Recordkeeping

Kitchen Safety

Lockout / Tagout

Mechanical Power Press Safety

Mowing Machine Safety

Office Safety

Personal Protective Equipment in General Industry

Portable Hand and Powered Tool Safety

Powered Industrial Truck Safety

Process Safety Management

Scaffolds and Ladders

Slips, Trips, and Falls

Traffic Control Safety

Welding, Cutting, and Brazing

Woodworking Machinery Safety

HEALTH COURSES

Air Contaminants and Respiratory Protection

Asbestos

Bloodborne Pathogens

Confined Space

Emergency Response - 1910.120

Employee Hearing Conservation Training

Hazard Communication

Health Hazard Recognition

Indoor Air Quality

Introduction to Ergonomics

Introduction to Safety and Health Laboratory Safety and Health Material Safety Data Sheets (MSDS) Noise and Hearing Conservation Respiratory Protective Equipment Tuberculosis Guidelines

ABRASIVE WHEEL MACHINERY

This course covers the safe handling, storage and mounting of abrasive wheels. Topics include operational hazards and guarding requirements.

Length of Course: One and one-half to two hours.

ACCIDENT INVESTIGATION

This course provides information on accident investigation techniques and methods. Topics include identifying, examining, evaluating, and preserving evidence, developing supportive documentation, and understanding costs incurred from accidents. A case study is conducted at the end of the presentation.

Length of Course: Three to four hours.

AIR CONTAMINANTS AND RESPIRATORY PROTECTION

This course explains the occupational exposure limits and the methodology of controlling employee exposure to airborne chemicals. Also included is a discussion of the various types of respiratory protection, the capabilities and limitations of the various types of respiratory protection, and the elements of a minimally acceptable respiratory protection program.

Length of Course: Three to four hours.

ASBESTOS

This course discusses the health hazards associated with exposure to asbestos fibers and emphasizes the Kentucky occupational safety and health standards related to the recognition, evaluation, and control of occupational exposure to asbestos. Topics of discussion include air sampling, personal protective equipment, engineering controls, work practices, training, and medical surveillance of employees.

Length of Course: Two to four hours.

BACK CARE PROGRAM

This program explains the physiological design of the back, the mechanics of proper lifting and its practical application, and the prevention of back injury through exercise.

Length of Course: Two to three hours.

BLOODBORNE PATHOGENS

This course explains the measures which must be implemented to protect employees from the hazards of occupational exposure to blood and other potentially infectious materials containing bloodborne pathogens, such as hepatitis B virus, (HBV) and human immunodeficiency virus (HIV). Topics of discussion include applicable definitions; infection control; engineering and work practice controls, including universal precautions, personal protective equipment, and housekeeping; medical evaluations; warning signs and labels; and training of employees.

Length of Course: Two to three hours.

CONFINED SPACE ENTRY

This course explains the regulations regarding entry into and working in confined spaces. Topics of discussion include assessment of the confined space environment; entry into continuous system confined spaces, such as sewers; and, entry into closed system confined spaces, such as tanks and pits; emergency entry into all confined spaces; and training of employees.

Length of Course: Two to four hours.

CRANE SAFETY FOR CONSTRUCTION

This course introduces the various types of mobile and tower cranes used in construction operations. Basic information concerning crane operations, crane inspection and maintenance, wire rope, chain slings, sheaves, drums, hooks, and load charts are discussed. Appropriate OSHA and ANSI standards and other related requirements specific to each type of crane are also discussed.

Length of Course: One and one-half hours.

CRANE SAFETY FOR GENERAL INDUSTRY

This course introduces various types of overhead cranes, mobile cranes, and hoists. Basic information concerning overhead and gantry cranes, wire ropes and slings, crane inspection, and maintenance procedures are discussed. Appropriate OSHA and ANSI standards and related requirements are also discussed.

Length of Course: Two hours.

CUMULATIVE TRAUMA DISORDERS

This course is designed to familiarize participants with the basic structure of the hand and how repetitive motion injuries affect them. Identify the industrial and personal factors which are often associated with repetitive motion injuries. Identify and understand the key components of a program to control repetitive motion injuries.

Length of Course: Two to three hours.

ELECTRICAL HAZARDS

This course is designed to familiarize participants with KOSH's electrical standards and the potential hazards associated with electrical installations and equipment. Topics include cord-and

plug-connected and fixed equipment, grounding, ground fault circuit interrupters, and portable generators.

Length of Course: One and one-half to two hours.

ELECTRICAL SAFETY FOR CONSTRUCTION

This course is designed to explain KOSH's electrical standards specifically relating to the construction industry. Topics include cord-and plug-connected equipment, assured equipment grounding program, ground fault circuit interrupters, and portable generators.

Length of Course: One to two hours.

EMERGENCY RESPONSE

This course explains the requirements applicable to those employees responding to an uncontrolled release of a hazardous substance. Topics of discussion include pre-emergency response planning, emergency response procedures, training of responders, medical surveillance, personal protective equipment, and post-emergency response operations.

Length of Course: One and one-half to three hours.

EMPLOYEE HEARING CONSERVATION TRAINING

This course satisfies the annual training requirements for those employees exposed to noise in excess of 85 dBA for an eight-hour time-weighted average. Topics of discussion include the effects of noise on hearing; the purpose of hearing protectors; the advantages, disadvantages, and attenuation of types of hearing protectors; and instructions on selection, fitting, use, and care; and the purpose of audiometric testing and an explanation of the test procedure.

Length of Course: One hour.

EXCAVATIONS

This course is designed for those persons engaged in excavation work. It covers OSHA's new requirements in Subpart P of the 1926 standards. Topics include soil classification and instrumentation, shoring techniques, trench boxes, a discussion of competent person, and associated hazards.

Length of Course: Three hours.

FIRE SAFETY AND PROTECTION

This course introduces the participant to the recognition of potential fire hazards and emergency procedures. Topics include the chemistry of fire, types and effectiveness of extinguishing agents, means of egress, detection and alarm systems, fire brigades, fire prevention plans. 29 CFR 1910, Subparts E and L, and referenced NFPA codes provide the basis for the course.

Length of Course: Two to three hours.

FLAMMABLE AND COMBUSTIBLE LIQUIDS

This course assists employers and employees in recognizing the hazards involved with flammable and combustible liquids and helps them understand the OSHA requirements for proper storage and handling. It is also designed to inform personnel of safe work practices in this area.

Length of Course: One to two and one-half hours.

HANDLING AND STORAGE OF EXPLOSIVES

This course is designed to cover the requirement set forth in OSHA's 1926, specifically Subpart U. Topics include magazines, transportation, and actuation devices.

Length of Course: Two to three hours.

HAZARD COMMUNICATION

This course explains the requirements related to an employee's "right-to-know" about the hazards of chemicals to which he/she is exposed on the job and is designed for those persons responsible for development and implementation of the in-plant hazard communication programs, container labeling, material safety data sheets (MSDS), trade secrets, and employee training.

Length of Course: Three to six hours.

HEALTH HAZARD RECOGNITION

This course provides basic procedures to identify potential health hazards for those persons responsible for safety and health in the workplace that lack expertise in the industrial hygiene field. Topics of discussion include safety and health audits to anticipate, recognize, evaluate, and control health hazards in the workplace; types of health hazards common to the workplace; and, an overview of hazard monitoring methodology. While this course will not teach the attendee how to practice industrial hygiene, it will provide information as to the role of the industrial hygienist in industry and assist in determining when it may be necessary to utilize the services of an industrial hygienist.

Length of Course: One and one-half to two hours.

INDOOR AIR QUALITY

This course provides an overview of indoor air quality (IAQ) problems in the office environment. Topics of discussion include sources of IAQ problems, investigation and monitoring strategies utilized to identify common IAQ problems, possible legislation regarding IAQ and tobacco smoke, and IAQ research and product development.

Length of Course: Two to three hours.

INJURY/ILLNESS RECORDKEEPING

This course is designed for the person who maintains the injury and illness records as well as detailed instructions for completing the necessary forms.

Length of Course: Two to three hours.

INTRODUCTION TO ERGONOMICS

This session will provide participants with an introductory overview of ergonomics and Cumulative Trauma Disorders (CTDs). Topics which will be discussed include disorders associated with ergonomic risk factors; the costs of CTDs to employers and employees; OSHA and ergonomics; and elements of an effective workplace ergonomics program. Additionally, case studies will be utilized to demonstrate current methods to recognize, evaluate, and control ergonomic problems.

Length of Course: Three hours

INTRODUCTION TO SAFETY AND HEALTH

This session addresses basic safety and health issues relative to the programs administered by the Kentucky Labor Cabinet's occupational safety and health program. Topics of discussion include: an overview of the services of the Division of Education and Training; the sources, development, rationale, and the promulgation process for safety and health regulations; the rationale and methodology for establishing industrial safety and health programs; and, a brief overview of health hazard recognition.

Length of Course: One to two and one-half hours.

KITCHEN SAFETY

This course addresses hazards associated within industrial kitchen work areas. Topics include ergonomics, appliances, fire protection, and storage of materials.

Length of Course: One to two hours.

LABORATORY SAFETY AND HEALTH

This course explains the requirements for occupational exposure to hazardous chemicals in laboratories. Topics of discussion include an explanation of applicable definitions, employee exposure determinations, chemical hygiene planning, employee training, medical surveillance, hazard identification, use of respirators, and recordkeeping requirements.

Length of Course: Two to three hours.

LOCKOUT/TAGOUT

This course familiarizes the participant with Kentucky's version of the newly adopted lockout/tagout standard. It demonstrates the LOCKOUT and TAGOUT methods relating to the

various hazardous energy sources associated with machinery, equipment, and processes used in industry. Topics addressed include training requirements, documentation required, hardware, and group lockout procedures.

Length of Course: Three hours.

MATERIAL SAFETY DATA SHEETS (MSDS)

This course discusses the material safety data sheets (MSDS) which are required for all hazardous chemicals. Topics of discussion include information required on the MSDS, definitions of physical and health hazards, accessibility of the MSDS, and retention of the MSDS. This course will satisfy part of the training required by the hazard communication regulation.

Length of Course: One to two hours.

MECHANICAL POWER PRESS SAFETY

This course was designed to help participants understand OSH's interpretation of 1910.217, 1910.219, 1910.212, and ANSI Standards B11.1 for mechanical power presses. Upon completion of this course, the participant will be able to:

- -Tell the difference between a full revolution press and part revolution press;
- -Understand the best guarding method for a mechanical power press; and,
- -Describe the minimum distance requirements.

Length of Course: Four to eight hours.

MOWING MACHINE SAFETY

This course is designed to familiarize the participant with Kentucky occupational safety and health requirements in Subpart P of the 1910 standards.

Length of Course: One and one-half to two hours.

NOISE AND HEARING CONSERVATION

This course explains the composition of sound, the instrumentation and criteria used to determine excessive noise levels, the effects of noise on the hearing mechanism, personal protective equipment, and basic noise control methodology. Also included is a discussion of the hearing conservation requirements. These requirements include employee exposure monitoring, audiometric testing, hearing protection, employee training, and related recordkeeping.

Length of Course: Three to four hours.

OFFICE SAFETY

This course addresses hazards associated within the office environment. Topics include tripping hazards, effects of video display terminals, ergonomics, and general safety awareness.

Length of Course: One and one-half to two and one-half hours.

PERSONAL PROTECTIVE EQUIPMENT IN GENERAL INDUSTRY

This course provides guidance for selection and use of personal protective equipment (PPE) and how to perform a hazard assessment of the workplace to determine if any hazards are present that would necessitate the need for PPE. This includes protection for the head, face, eyes, and feet.

Length of Course: One to two hours.

PORTABLE HAND AND POWERED TOOL SAFETY

This course covers the hazards and regulations associated with small tools including electric, pneumatic, hydraulic, and explosive actuated applications. The basis of this course is Subpart P of the 1910 standards.

Length of Course: One and one-half hours.

POWERED INDUSTRIAL TRUCK SAFETY

This course has been designed to explain the requirements for the selection and use of gasoline, electric, and LPG powered industrial trucks. Topics of discussion include battery charging, dock boards, safety provisions, traffic rules, safe operating procedures, inspection of powered industrial trucks, and equipment to be found on the industrial truck.

Length of Course: Two to three hours.

PROCESS SAFETY MANAGEMENT

This course is designed to explain the requirements for preventing or minimizing the consequences of catastrophic release of toxic, reactive, flammable, or explosive chemicals. Topics include application of the regulation and the fourteen essential elements.

Length of Course: Four to six hours.

RESPIRATORY PROTECTIVE EQUIPMENT

This course discusses the various types of respiratory equipment available; the limitations and capabilities of the various types of equipment; and the elements of a minimally acceptable respiratory program. Also included is an outline of permissible circumstances where respiratory protection may be utilized and the regulations regarding its use.

Length of Course: One to three hours.

SCAFFOLDS AND LADDERS

This course is designed to promote recognition and prevention of hazards associated with scaffolds and ladders. Topics include the use, maintenance, and inspection of various types of scaffolds and ladders.

Length of Course: Two to three hours.

SLIPS, TRIPS, AND FALLS

This course is designed to increase the participant's awareness of hazards that could result in a slip, trip, or fall. The course also discusses methods of control to reduce the probability of a slip or fall occurring.

Length of Course: One hour.

TRAFFIC CONTROL SAFETY

This course is designed to provide participants with OSH regulations concerning traffic control in construction, maintenance, and utility work zones. The course is designed for separate presentations to contractors, Transportation Cabinet maintenance workers, and utility operations in local government or private sector.

Length of Course: One to two hours.

TUBERCULOSIS GUIDELINES

This course explains the requirements from the Center for Disease Control that have been adopted to protect workers from occupational exposure to tuberculosis. Topics of discussion include those areas of industry designated as at risk for exposure, high risk procedures, medical surveillance, training of employees, engineering controls methodology, respiratory protection, signs and labels, and recordkeeping requirements.

Length of Course: One to one and one-half hours.

WELDING, CUTTING, AND BRAZING

This course is designed to increase the participant's knowledge of the processes and hazards associated with welding operations in the construction industry. Topics include the various types of welding processes such as oxy-acetylene, TIG, MIG, and open arc; personal protective equipment; safety and health hazard recognition and control; and Kentucky occupational safety and health requirements.

Length of Course: Two to three hours.

WOODWORKING MACHINERY SAFETY

This course places emphasis on the use of personal protective equipment and safe work practices for various types of woodworking equipment. The basis of the course is Subpart O, specifically 1910.213 of the OSHA standards.

Length of Course: Two to three hours.

Governor's Occupational Safety and Health Award

In an effort to promote and recognize safety and health awareness, along with good sound work practices and the resulting reduction in injuries and illnesses in the workplace, the Kentucky Labor Cabinet has developed an awards program for the state's employers and employees. These requirements provide special recognition for outstanding safety and health performance and encourage development of programs designed to reduce and even eliminate occupational injuries and illnesses. The award shall be known as the Governor's Safety and Health Award.

This award is given to employers with employees who, together, have achieved the required number of hours worked without experiencing a lost time injury or illness at their establishment as follows:

1	-	125 employees	- 250,000 hours
126	-	250 employees	- 500,000 hours
251	-	375 employees	- 750,000 hours
376	-	500 or more employees	- 1 million hours

In addition, an establishment may qualify for the award if there were no recordable injuries and illnesses during the previous calendar year(s).

The award is a certificate mounted on an attractive wooden plaque and signed by the Governor and the Secretary of Labor and is presented by the Secretary of Labor at the recipient's establishment or at the annual Governor's Safety and Health Conference and Exposition by the Governor of Kentucky.

Special Award

Those employers irrespective of size or Standard Industrial Classification who have achieved **5,000,000** or more hours worked without a lost time injury or illness will be awarded an elegant trophy presented by the Governor of Kentucky.

Eligibility

Every establishment within the geographical boundaries of the State of Kentucky is eligible for this award, even if the establishment won the award the previous year.

To qualify as a separate element in a multi-establishment organization, an establishment or operation must be organizationally and geographically distinct from other establishments of the organization. They are defined as follows:

<u>Organizationally distinct</u>. To be organizationally distinct, an establishment of a multioperations organization must be under separate operating management that reports directly to the head of the organization. <u>Geographically distinct</u>. To be geographically distinct, an establishment must be physically separated from other elements by distance or a definable boundary and have a different address other than the competing management.

<u>Multi-establishments</u>. These organizations are entitled to receive recognition for the organization-wide record, as well as for the records of individual establishment as long as the competing organizations are located in the State of Kentucky.

<u>Size limitation</u>. There is no size limitation. The smallest establishment reporting its experience is entitled to recognition for having a perfect safety and health record that otherwise meets the criteria for the award. It is well known that it is difficult for a small establishment to compile a perfect record of over one million work hours without a lost time injury or illness. Therefore, special consideration has been given to small establishments.

Application Procedures

Approval of the award is based on information contained in the **employer's injury and illness records maintained** and **verified** in accordance with the Recordkeeping Requirements of the Occupational Safety and Health Program, Kentucky Labor Cabinet. Records submitted for consideration and evaluation must have been maintained according to the Recordkeeping Requirements of the Occupational Safety and Health Program, Kentucky Labor Cabinet. (Please refer to: 803 KAR 2:180). This will ensure that the award requirements are fair and equal for all applicants.

More Information

Detailed information concerning eligibility for the award is contained elsewhere in these requirements. Specific questions and correspondence should be directed to:

Governor's Safety and Health Awards Division of Education and Training Kentucky Labor Cabinet 1047 U.S. Highway 127 South, Suite 4 Frankfort, Kentucky 40601-4381 (502) 564-6895 Ext. 275

Application for Governor's Safety and Health Award

Name of establishment:		
Address:		
City	State	Zip
Phone: ()	Extension:	
Number of Employees as of Januar	y 1:	
Contact Person:Name		Title
Standard Industrial Classification:_	Industry Average 4 digit	(For Office Use Only)
Product or Service:		
Number of hours worked without s	ustaining lost time:	
Years and months without a lost tin	ne injury or illness:	
Date of last lost time injury or illne	ss:	
200 Log(s) attached for	years and months	to present
Calendar year(s) without having a r	ecordable injury or illness	
Signature and Title of top on-site or	fficial:	
Date Signed:		

Application and Documentation

Must be mailed.

Please do not call in or fax.

Voluntary Protection Partnership of Kentucky (VPP)

PURPOSE

Kentucky OSH has long recognized that compliance with occupational safety and health standards alone cannot accomplish all the goals of the OSH Act. The standards, no matter how carefully conceived and developed, will never cover all unsafe and unhealthful activities and conditions. Furthermore, limited resources will never permit regular or exhaustive inspections of all of the state's workplaces. But most importantly, no amount of standard setting and enforcement can replace the understanding of work processes, materials, and hazards that come with employers' and employees' day-to-day, on-the-job experience. This knowledge, combined with the ability to evaluate and address hazards rapidly and to reward positive action, places employers in a unique position to improve workplace safety and health in ways simply not available to Kentucky OSH.

The purpose of the VPP is to emphasize the importance of, encourage the improvement of, and recognize excellence in employer-provided, employee-participative, generally site-specific occupational safety and health programs. These programs are comprised of management systems for preventing or controlling occupational hazards. The systems not only ensure that Kentucky OSH's standards are met, but, using flexibility and creativity in striving for excellence, go beyond the standards to provide the best feasible protection for workers at that site. In the process, these work sites serve as models for effective safety and health programs in their industries.

Work sites in the VPP are removed from programmed inspection lists for the duration of their participation. This frees Kentucky OSH's inspection resources for visits to establishments that are less likely to meet the requirements of the Kentucky OSH standards. VPP participants enter into a new relationship with Kentucky OSH, one in which safety and health problems can be approached cooperatively when and if they arise.

Participation does not diminish existing employer and employee rights and responsibilities under the Act. In particular, KY OSH does not intend to increase the liability of any party in an approved VPP site. Employees or any representative of employees taking part in a Kentucky OSH-approved VPP safety and health program are not assuming the employer's statutory or common law responsibilities for providing safe and healthful workplaces or undertaking in any way to guarantee a safe and healthful work environment.

The program is voluntary in the sense that no employer is required to participate and any employer in Standard Industrial Code (SIC) 20-39 may choose to apply. Compliance with Kentucky OSH standards and applicable laws remains mandatory. Achievement and maintenance of the requirements of the program are continuing conditions of participation.

Approval for participation is determined by the Director, Division of Education and Training.

CRITERIA

Management agrees to operate an effective program that meets an established set of criteria.

Employees (labor) agree to participate in the program and work with management to assure a safe and healthful workplace.

KY-OSH initially verifies that the program meets VPP criteria. It then publicly recognizes the site's exemplary program, and removes the site from routine scheduled inspection lists. KY-OSH may still investigate major accidents, valid formal employee complaints, and fatalities.

KY-OSH also reassesses every three (3) years to confirm that the site continues to meet VPP criteria.

Average injury and lost workday incidence rates must be below the national industry average.

The rates must average below the industry rates for a consecutive three (3) year period.

All elements of a functional safety and health program must be in place and implemented for no less than twelve (12) months prior to application submission.

Employers must be in compliance with all Occupational Safety and Health laws.

HOW TO APPLY

The Kentucky VPP Program has developed guidelines for the application.

You must submit a written request for application to KY-OSH. After you have requested the Application Kit, an initial visit (Application Assessment Visit) will be scheduled to answer and clarify any questions. After your written application has been reviewed by KY-OSH, on-site reviews will be scheduled.

A self assessment checklist will be made available to measure if your program will meet or exceed the VPP criteria.

The application process is designed to be rigorous, to assure that only the best programs qualify. VPP reviewers do not look for a single correct way to meet VPP requirements. They want to see a system that works for you. Some successful programs involve a great deal of written documentation, while others utilize automated systems.

The Kentucky Labor Cabinet's Division of Education and Training is currently accepting requests for applications. For application information or additional questions, contact:

Director
Division of Education and Training
Kentucky Labor Cabinet
1047 U.S. 127 South, Suite 4
Frankfort, Kentucky 40601

(502) 564-3070 Voice (502) 564-4769 Fax

Safety Partnership Program (SPP)

WHAT IS SPP?

SPP is an outgrowth of federal OSHA's Regional Pilot Project, the Comprehensive Assistance for Safety and Health (CASH) program. It is designed to offer long-term assistance to the smaller employer who has a history of high injury/illness rates and high workers' compensation costs. This long-term assistance is provided by the Kentucky Labor Cabinet's Division of Education and Training for Occupational Safety and Health.

Workers' Compensation costs can have a devastating effect on a company's profit margin. Most small employers, especially those in high hazard industries, feel the impact every day with workplace injuries, but many are at a loss for a permanent solution to resolving injuries in the workplace. They may feel that they can't afford the time, effort and cost to implement and manage an effective, comprehensive safety and health program in their facility. Budgets are tight; therefore production must remain a top priority, because profit is what business is all about. The Kentucky Occupational Safety and Health Program recognizes and understands these issues and through SPP, we want to help improve production, increase morale, and significantly reduce workers' compensation costs. This is an attainable goal for the smaller employer who is willing to work "smarter and harder."

In reviewing it's long history of attempting to reduce injuries and illnesses in the workplace, the Kentucky Occupational Safety and Health Program has realized that elimination of injuries and illnesses is not something that the government can "effectively" force an employer to do; therefore, it must be a priority for the employer. Through SPP, the employer will be shown how to develop a proactive approach to safety and health through a safety and health program management system. Potentially, there is a tremendous payback for the employer who embraces this plan, through higher productivity, lower costs, higher morale, and better working relationships with employees.

This program is a long term relationship between the Employer and the Kentucky Labor Cabinet's Division of Education and Training for Occupational Safety and Health. It will require a minimum three (3) year commitment in order to participate. The Division of Education and Training will provide a team of experienced staff to evaluate, train, and assist the employer and employees, until they have the tools to provide an ongoing safe and healthy work environment. While this program is not for everyone, those employers who are serious about reducing the costs associated with injuries and illnesses in their workplace are encouraged to participate.

CRITERIA

Currently, employees must fall within the following criteria for entrance into the Safety Partnership Program:

• Employers should be in a standard industrial classification code (SIC) 2000 - 8999, and the employer should have a high injury incidence rate.

- The number of employees in the establishment should range from 100 250 employees.
- The employer's workers' compensation insurance Experience Modifier should be 1.0 or higher.
- Management, as well as employees, must be willing to fully participate in this endeavor.

Exceptions for eligibility requirements will be considered on a case by case basis.

WHAT TO EXPECT

Participation in the SPP is a long-term relationship with the Kentucky Labor Cabinet's Division of Education and Training for Occupational Safety and Health. It will be an ongoing effort for a minimum of three (3) years, and is designed to assist an employer in becoming proactive in the safety and health arena, and providing them with the proper tools, education and knowledge to address current and future safety and health problems, as they occur.

A "team" of safety and health consultants from the Division of Education and Training will be assigned to provide services to the employer. A "team" leader will direct all SPP operations in the facility. The "team" will consist of experienced safety and health professionals with a wide array of fields of expertise specially selected to meet the needs identified in the facility. This "team" will address current hazards in the facility and assist in correction methods; review current recordkeeping efforts and offer recommendations; assist in the development of a proactive safety and health program; assist in setting up safety committees; assist in training staff; and provide other assistance as necessary. The Labor Cabinet's Division of Education and Training obligations to SPP participants are as follows:

- •SPP Participants will receive "top priority" over all other services provided by the Division of Education and Training.
- Provide, as needed, expert consultative staff, to help resolve safety and health issues in the establishment.
- Provide assistance in the development of a proactive safety and health management program, including committees and long-term planning.
- •Provide assistance in the development of a safety and health program tailored to meet the specific needs and abilities of the participant.

The SPP participant's obligations are as follows:

- •Strong management commitment to participate in the program.
- •Willingness to work with the special "team" assigned by the Kentucky Labor Cabinet's Division of Education and Training.

- Employee commitment and involvement.
- Willingness to make necessary corrections and to implement recommendations made by the SPP "team."
- Provide historical and future injury/illness data, workers compensation experience modifiers, and progress reports of the participant's safety and health program.

Either party, the employer or the Kentucky Labor Cabinet's Division of Education and Training may terminate the SPP at any time, although it is expected that termination of the SPP would occur only if absolutely necessary.

Once participation requirements for SPP have been fulfilled, the next step could be participation in the Voluntary Protection Partnership (VPP) of Kentucky. VPP emphasizes the importance of worksite safety and health managements systems and recognizes exemplary performance. VPP sites are the "best of the best" in safety and health, and must undergo rigorous scrutiny to qualify for the program.

HOW TO APPLY

The Kentucky Labor Cabinet's Division of Education and Training is currently accepting requests for applications. For application information or additional questions, contact:

Director
Division of Education and Training
Kentucky Labor Cabinet
1047 U.S. 127 South, Suite 4
Frankfort, Kentucky 40601

(502) 564-3070 Voice (502) 564-4769 Fax sbryant2@mail.lab.state.ky.us E-Mail

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Submit request to:				

Kentucky Labor Cabinet Division of Education & Training 1047 US 127 South, Suite 4 Frankfort, KY 40601

 ${}^*\mathrm{These}$ publications can be downloaded from the internet at:

http://www.labor.ky.gov/osh/pubs/index.htm

**These publications and Federal posters can be downloaded from Federal OSHA's internet site: www.osha.gov